

CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)

Minutes for October 8, 2008

Present: CIP Members: Chairman David Smith, David Weaver, Mary Ellen Fitzgerald, Cynde Hertzog and Commission Liaison Joe Skinner. Staff: County Administrator Earl Mathers, Grants and Projects Administrator Larry Watson and Glenda Howze. (Commissioner White joined the meeting at 8:10AM)

The meeting was called to order at 7:05 AM in the Courthouse Community Room.

Public Comment: There was no public comment on matters not on the agenda.

Approval of Minutes (September 24, 2008): Mr. Weaver made a motion to approve the minutes of September 24, 2008 as written. Ms. Fitzgerald seconded the motion. All voted aye. Motion carried unanimously.

FCI Update - Maintenance: Mr. Mathers stated that he has little to report. Work on the FCI has been limited due to staffing issues in the Facilities Department. They are working to build reserves in the Facilities Department to get things like this done. Small maintenance items are being done by two part time employees. There is also some restructuring going to occur in order to manage the facilities work better. They have gotten a lot done in the last two months but not much done on the FCI inventories. A lot has been done at the Rest Home and the Detention Center on things identified in the FCI for those areas. The biggest concern is the L&J. Some things have been done like new floor coverings, but there is a lot more to be done. Mr. Mathers noted that Nick Borzak, Procurement and Facilities Management, is working on an action plan to address these things – what is feasible to do in house and what needs to be accomplished by a contractor, as well as further prioritization of projects. Nick needs to familiarize himself with the reports before he can accomplish this. Chairman Smith inquired as to when the resources that are being built up in the Facilities budget will kick in. Mr. Mathers stated that they will next month. When Finance Director Ed Blackman returns from vacation, Earl will arrange a meeting between Ed and Pam from Facilities to look at the budget and determine if they can possibly hire another part time employee. Mr. Mathers also noted that there are lots of cases where they can show that they are getting projects done for 1/10th or 1/4th of the cost that projects were costing before. Soon they will be able to get more done in terms of investments. Mr. Watson also noted that the County has recently acquired two new facilities as well – the new Road and Bridge complex and the Courthouse Annex, that haven't been included in the index (FCI). Currently there are separate contracts for service on boilers, fire sprinklers, etc. for each building. Mr. Watson has been working with Pam to combine these contracts for a more economical contract. Mr. Weaver inquired about the software for the FCI system. Finance is doing the input of the data. Chairman Smith stated that it is good to know that there is a cost savings on individual items and it would be helpful to have this noted on a document that works in accordance with the FCI reports; also allowing for projects to be checked off as they are completed, date when they were addressed, etc. This will only help the County be more proactive rather than reactive and can be used as a

demonstration to the taxpayers of the efforts and efficiency that we are working toward. Discussion took place regarding whether the FCI was done on the Annex and will be done on other new buildings before purchase. The actual “FCI” was not completed on the Annex, but extensive studies on the building were performed.

Determination of FCI Rotation – when to begin?: Chairman Smith asked if there is a value to having the FCI done on the Road and Bridge facility now. Mr. Watson stated that it should wait at least through the winter, possibly done in the next fiscal year as a base. Mr. Mathers stated it would be the same situation with the Annex as retrofits are still being completed on this building and we need to get all systems on line before proceeding with an FCI. The CIPC agreed that an FCI on both of these facilities should be scheduled in FY 2010. Mr. Weaver questioned the rotation and asked if the Facilities Department should take the role and responsibility of generating the FCI reports. Glenda explained that the team that completed the FCI originally explained that the rotation of the reports should be completed about every 3 years on each facility and that the County would not have the ability to generate these reports because the team is made up of many different professionals with specific skill sets. Further discussion took place regarding the rotation schedule. Ms. Fitzgerald made a motion to complete an FCI on the Road and Bridge Complex and the Courthouse Annex. Ms. Hertzog seconded the motion. Board discussion. Mr. Weaver asked if we shouldn’t hold off on this motion until a whole rotation can be set up. Commissioner Skinner suggested that Glenda could create a template for a rotation schedule and the CIPC could review it at the next meeting. Chairman Smith stated that he wants to see a punch list with a check-off list. Ms. Fitzgerald amended her motion to state the following: FY 2010 FCI completed on the Road and Bridge Complex, Courthouse Annex and Law and Justice Center; FY 2011 FCI completed on the Rest Home, Fairgrounds, and Judge Guenther Memorial Center; and FY 2012 FCI completed on the new Detention Center and the Courthouse. Ms. Hertzog amended her second. All voted aye. Motion carried unanimously. It was also agreed that CIPC needs an estimate of cost for the FCI’s to be completed and communicate the schedule to Mr. Blackman for budget purposes.

FY 2010	FY 2011	FY 2012
Road and Bridge	Gallatin Rest Home	(new) Detention Center
Courthouse Annex	Fairgrounds	Courthouse
Law and Justice Center	Judge Guenther Memorial Ctr.	

Review of FY 2010 Applications & Process: Chairman Smith requested a sentence be added to the memo expressing appreciation for past participation and noting the difference it makes in the process. Discussion took place regarding who gets the application. All Department Heads and Elected Officials receive the memo and application. Mr. Weaver asked why the CIPC isn’t looking at Road and Bridge (R&B) projects. Commissioner Skinner stated that this is not the desire of the Commission. The money used for R&B projects is not the same as the money used for CIP projects and the two shouldn’t be prioritized against each other. A schedule of the prioritization of road and bridge projects from the Department should be included in the plan, but the CIPC shouldn’t be involved in the actual prioritization at this time. Discussion regarding the Bozeman Area Transportation Plan public review process. The committee agreed to request Mr. Provance attend a meeting after the first of the year to dialog with the CIPC more about their projects and plan. It is important that he know that the CIPC is only interested in helping him have support for his projects, not in interfering with his plan. The Landfill doesn’t participate in the CIP process. They also have a different pot of money, not tax monies but from their revenue stream (tipping fees). Their borrowing does not affect the County’s bonding capacity either.

Brief Detention Center & Project Updates: Commissioner Skinner reported that there are multiple forums and presentations occurring on the Detention Center issue. The County is working hard to get the information out where possible. Chairman Smith encouraged the County to extend its outreach efforts to the realtors. That group has a lot of concerns and have expressed them to Chairman Smith based on the Chamber's recommendation. He noted one of the biggest questions is why it costs \$115.00 here to house an inmate and \$60.00 in Broadwater County. Commissioner Skinner explained that these figures are actually a selling point. It is more expensive here because of the inefficient facility – indirect supervision, no kitchen facility, etc.

Commissioner Skinner also noted that the R&B Department is 90% moved in to their new facility. There are some problems with the 911/Fire Station facility but County Administrator Earl Mathers is handling them.

The CIPC discussed a ribbon-cutting ceremony at the R&B.

Confirmation of Changing of Meeting Time of CIPC Meetings: Ms. Fitzgerald made a motion to move all further CIPC meeting to 7:30 unless a lengthy agenda necessitates an earlier meeting. Mr. Weaver seconded the motion. All vote aye. Motion carried unanimously.

Agenda for Next Meeting: CIPC review of by-laws for Road and Bridge language. Invite the County Commissioners to all attend for this discussion. Mr. Mathers to provide an update on the records storage study and progress.

Meeting was adjourned at 8:52 AM
